

Health & Safety Policy Statement


It is our policy to do what is reasonably practicable to ensure a safe and healthy working environment for staff, tenants, and any other person(s) on the premises.

The Lettings Manager is responsible for all health and safety matters within the premises. The Lettings Manager may appoint appropriate number of safety advisors who act with his/her full authority to ensure the health and safety of staff, tenants and other person(s) is reasonably attainable.

Fire Alarm Evacuation:

When the Fire Alarm sounds act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation. **Fire exits and corridors must be kept clear at all times.** If you see any obstruction to the fire exits, then immediately report this matter to the office. You should familiarize yourself with Fire Exit Routes and the location of Fire Call points.

It is **your responsibility** to familiarise yourself with the procedure below:

- A. If you see a fire, you should immediately sound the fire alarm by activating the **Call Point**  and vacate the building. Do not set off false alarms.
- B. Everyone must immediately evacuate the building by way of the closest exit and/or stairway. When exiting your room do not lock your door, but proceed to the nearest marked emergency exit on each floor.
- C. Never ignore or assume the alarm is false or a result of a test, except when there is scheduled test for which you were /will be informed. **(Please see Fire Alarm tests below).**
- D. Never use an elevator to exit during fire alarm activation.
- E. Those tenants of the rooms facing front of the hall building, once outside the building, should make their way to the **“Assembly Point”** located at the front of the building, clearly marked on the outside of the bin area, and those tenants of rooms in the rear should make their way to the area marked **“Assembly Point”** at back of the building in the school yard. The aim is to prevent large number of tenants from evacuating at the same time from the same doors thus causing delay and congestion in the exits and stairways.
- F. Once outside, never re-enter the building until you are told to do so by the Fire Brigade officer or by HHR Lettings Manager.
- G. The main gate and the front glass door will be deactivated and will remain open till such time the fire alarm is switched off.

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- H. The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- I. No one is permitted to switch-off or tamper with the fire alarm equipment or system at any time. It is an offence to do so. (as stated in your tenancy agreement).
- J. In case of shattering or breaking of glass windows due to fire, please avoid the area affected. **Do not remain in or near the hazard zone.**
- K. You must obey the instruction given to evacuate the building. You must stay calm and leave the building immediately.**
- L. The kitchens and the laundry rooms are the highest risks areas. Thus when the fire alarm sounder is activated, you must vacate the building. Your safety depends on following the instructions: **(it is your duty to locate where the nearest marked emergency exit on each floor is)**
- M. Smoking and naked flames, are strictly prohibited in the hall. The use of electric heaters & cookers, etc. is prohibited in your room.

The responsibility for health and safety of oneself and other tenants' rests with each and every resident of the Hall, in accordance with the Health and Safety at Work Act 1974.

Fire Alarm tests:

Fire alarm test are conducted every Thursday between 4:00-4:30pm (*Either by the hall or by the adjacent school*)

Evacuation is not mandatory for occupants during this test.

When the fire alarm sounds, you must be on standby and be ready to proceed to the nearest designated emergency exit and leave the building once asked. Do not re-enter the building until told to do so by either the Fire Brigade officer or HHR Qualified Staff.

Please be aware that the school adjacent to this hall conducts a Fire Evacuation Drill once every term during school time. The Fire alarm will sound at the Hall as well.

Hartley Hall of Residence reserves the right to perform fire evacuation drill(s) when needed even during late night times to monitor the robustness of our systems/ procedures and to familiarise you with the evacuation procedure. Failure to co-operate will be regarded as an infringement of your tenancy agreement with us and may lead to expulsion from the Hall or a penalty or both.

Electrical safety:

We take electrical safety very seriously. Our owned portable appliances are tested annually and all wiring is tested every five years. You must not interfere with any electrical installation equipment or fitting provided by us. Hartley Hall of Residence accepts no responsibility for itself, its staff or others for any injury or loss of

Hartley Hall of Residence Ltd

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property which results from the use of tenants' faulty appliances, or from tenants' misuse of electrical installations and wiring, including trailing cables.

Tenants must not alter or tamper with any electrical appliances supplied by us. Each tenant should ensure that the appliances they bring with them or purchase during their stay are in good condition and are fitted with the correct fuse.

If, however, the tenant is using electrical goods purchased from outside the UK the tenant **MUST** then ensure they are suitable for use in the UK taking into account the voltage and fuses required. Electrical appliances should ideally be fitted with standard 3 pin plug tops to BS1363 and fitted with an appropriately rated fuse. The use of 2 pin plugs is not recommended; however, 2 pin to 3 pin adapters are readily available from reputable electrical suppliers.

Do not overload your electrical sockets as this can be very dangerous and result in a fire. Multi-plug adaptors **MUST NOT** be used. If an extension socket is used, it must be safe (preferably with 'surge protection') and it must not cause a trip hazard to you or any member of staff entering your room. All electrical equipment should be switched off after use and unplugged whenever you leave the room. Halogen lamps are not permitted due to the increased fire risk they represent.

Failure to do so may compromise your safety, the safety of others and also compromise your insurance cover (if available). Should you have any problems with the electrical supply, or questions about your/our equipment then please contact the Lettings Manager immediately.

We reserve the right to remove or destroy or disable any tenant-owned electrical equipment if suspected of being faulty or deemed to be unsafe or dangerous or used where their use is not authorised by the management. Where practical this will be discussed with the tenant before any action is taken.

If the tenant burns food in the kitchen, then s/he should open the kitchen windows immediately. Do not open the kitchen door as this will let the smoke into the corridors and may set-off the fire alarm. The following points should be taken seriously:

- Deep fat frying is banned in this hall. If you want to deep-fry food, then you have to use an electric fryer with a thermostatic control.
- Do not cook in your room (not even with an electric sandwich toaster).
- Smoking is prohibited inside the building or in the surrounding gardens. Do not smoke any type of drug. It is illegal and will set-off the fire alarm.
- The burning of any substance and/or use of a naked flame represents a fire hazard and is not permitted. The use of barbecues, candles, incense sticks, oil burners, and hookah pipes is strictly forbidden in inside the hall/building.
- Avoid using deodorants immediately beneath a detector.
- Close the door of the en-suite whilst showering. Steam may interfere with the fire detector in your room.
- Do not try to disconnect smoke detectors from their bases.
- Do not cover any smoke detectors and do not spray water near, or into smoke detectors.
- Smoke detectors are very sensitive to cigarette smoke; if the smoke detectors are set off in this way or tampered with, the tenant will be liable for any charges brought about by this action.
- **Remember:** if your practical joke sets off the fire alarm, it means that everyone has to vacate the building - you will not be popular. This will be regarded as an infringement of your tenancy agreement with us and may lead to expulsion from the Hall or a penalty or both.

Security Possessions:

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Hartley Hall of Residence is located in reasonably safe and secure area in which you could live as a student. You are kindly requested to help maintaining high security standard by making sure that your door is locked and your window securely closed, lights and sockets are switched-off when you are not in your room. We advise you not to leave laptops, cameras and other valuables visible at all times. It is recommended that you mark all your property with your home postcode using a UV pen. Make sure that you are adequately insured. You may also register computers and electrical goods on the internet with: <https://www.immobilise.com/>

Keys and Locks:

- a. If you fail to return your room keys before you leave at the end of your tenancy agreement, you will be charged **£50**.
- b. If you lose or break your room keys, you will be charged **£50** to replace your key(s).
- c. Security precautions must be followed and doors to halls must be kept shut at all times. Fobs/keys must be used by the specific tenant to whom they are issued and/or keys should not be given out to other parties.

Personal Security:

Personal security is also very important. Although attacks on students are rare please be especially vigilant when walking after dark. Stay on the main roads and use designated routes. Take common sense precautions such as not using your mobile phone on the street and inform your friends of your whereabouts. Do not walk home alone late at night. Instead use the bus service or a registered taxi rather than walking.

Window Safety:

Whenever you leave your room for any length of time, please ensure that you close your windows. In gale force winds, windows on higher floors may be blown away if left open; on ground floors any open window is an invitation to thieves. The throwing of objects from windows is dangerous and offenders will be dealt with severely. You are not permitted to hang bags of food or other items from windows. Under no circumstances must you tamper with window restrictors, locks or catches (*if fitted*).

The above forms part of your tenancy agreement.